

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT

Office of the Director of Personnel

The Director of Personnel is responsible for the development and administration of an Agency-wide personnel program. His functions include formulating and recommending policies, regulations, and standards; advising and assisting administrative and operating officials; reviewing and evaluating personnel management practices in the Agency; providing a full range of personnel and employee services; and conducting research as required in support of these programs. The immediate office of the Director of Personnel has primary responsibility for the direction of subordinate elements engaged in carrying out these activities and for providing administrative and housekeeping support to the Office.

Special Activities Staff

This Staff assists Agency operating and career service officials in carrying out their responsibilities in the general area of separations and disciplinary actions and serves as the principal staff arm of the Director of Personnel in matters relating to suitability determinations and adverse actions generally. In addition, this Staff provides direction and professional guidance to the Applicant Review Panel, the Overseas Candidate Review Panel, and the Agency Disposition Board. This Staff also has responsibility for processing applications for Career Employee Status.

Plans and Review Staff

Responsible for providing staff support to the Director of Personnel in the development, review, and evaluation of policies and programs. In more detail, the Staff stays abreast of and coordinates the efforts of the Divisions as they relate to policy planning and program development and undertakes separate projects in specialized fields, such as manpower analysis, legislative proposals, and promotion studies. The Staff is also responsible for the development and coordination of personnel regulations, handbooks, and notices. The Staff provides technical guidance in the fields of printing, reproduction, and graphic arts for projects undertaken by the Office of Personnel.

GROUP I
Excluded from automatic
downgrading and
declassification

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (continued)

Personnel Operations Division

This Division is responsible for receiving, reviewing and evaluating qualifications of applicants, making placement recommendations to Agency officers, initiating and monitoring employment processing, preparing appropriate correspondence with applicants and candidates in process, and assisting the various offices in the review of personnel requirements and preparation and revision of recruitment requests. This Division is also responsible for the initial selections and assignments of clerical personnel, processing official personnel actions, maintaining official Agency records of employees, preparing and maintaining necessary statistical records and reports, analyzing and codifying of qualifications data for applicants and employees, and for providing an outplacement service.

Benefits and Services Division

This Division is responsible for all phases of personnel relations activity including counseling, pre-exit interviewing and exit processing, processing of medical claims under statutory programs, administration of a wide range of Agency-sponsored and statutory insurance programs, retirement, administration of various employee recognition programs, and various employee activities including recreation, fund drives, car pools, and blood donors. It is also responsible for the centralized handling of employee emergencies and the handling of missing and captured personnel falling within the coverage of the Missing Persons Act, and for providing guidance on casualty planning for sensitive or hazardous undertakings. The Division is further responsible for providing a central processing service for assisting Agency personnel in performing official travel, providing staff support to the Agency Retirement Board, and for providing administrative direction to the Northwest Federal Credit Union.

Salary and Wage Division

This Division is responsible for conducting a program for the development and maintenance of an Agency-wide program of position classification and wage administration. This includes participating in the development of over-all personnel policies, standards, and regulations, allocating Agency positions, developing classification standards, and conducting wage administration activities governing all departmental and field positions.

GROUP I
Excluded from automatic
downgrading and
declassification

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (continued)

Personnel Recruitment Division

This Division is responsible for planning and conducting recruitment programs designed to satisfy totally the Agency's continuing personnel requirements. Its Professional Recruitment Branch (PRB) comprises a staff of professional recruiters, stationed at key points throughout the United States, which conducts a nationwide college relations and recruitment program, area and specialized recruitment programs, and the timely interviewing of all prospect referrals from Headquarters. Its Clerical and Technical Recruitment Branch (CTRB) comprises a staff of recruiters, stationed at key points east of the Mississippi [REDACTED] who develop lead sources and recruit stenographers, typists, and all categories of sub-professional Communications personnel among business and secretarial schools, regional and local Selective Service and State Employment Service offices, and through local advertising. Its Washington Recruitment Office (WRO) comprises a staff of full-time interviewers to accommodate, across-the-board, applicants who seek out the Agency on their own or are referred locally by Congressional or other interested sources; in addition, WRO is responsible for the active recruitment locally of all non-typing clerical personnel.

25X1A

Mobilization and Military Personnel Division

This Division is responsible for the procurement, assignment, administration, and disposition of military personnel detailed to the Agency from the Department of Defense and the development of plans and recommendations for the mobilization of manpower in the event of a national emergency. This includes conducting necessary liaison with appropriate components of the Department of Defense and preparing and maintaining records pertaining to military personnel. The Division is also responsible for the administration and support of the Agency's Military and Civilian Reserve Program.

Contract Personnel Division

This Division is responsible for the preparation of special personal services contracts for covert operations, employment processing and other phases of personnel administration for covert personnel, employment processing of consultants, administering allowances and differentials for personnel serving overseas, and for miscellaneous personnel functions relating to the employment of various categories of non-staff personnel. These responsibilities include advising and assisting operating officials in the interpretation of policies

GROUP I

S-E-C-R-E-T

OFFICE OF PERSONNEL

FUNCTIONAL STATEMENT (continued)

Contract Personnel Division (continued)

relating to such personnel in their application to special problems involved in the employment of covert personnel. The Division is also responsible for providing staff guidance in problems concerned with unemployment compensation and social security matters for all categories of personnel.

Clandestine Services Personnel Division

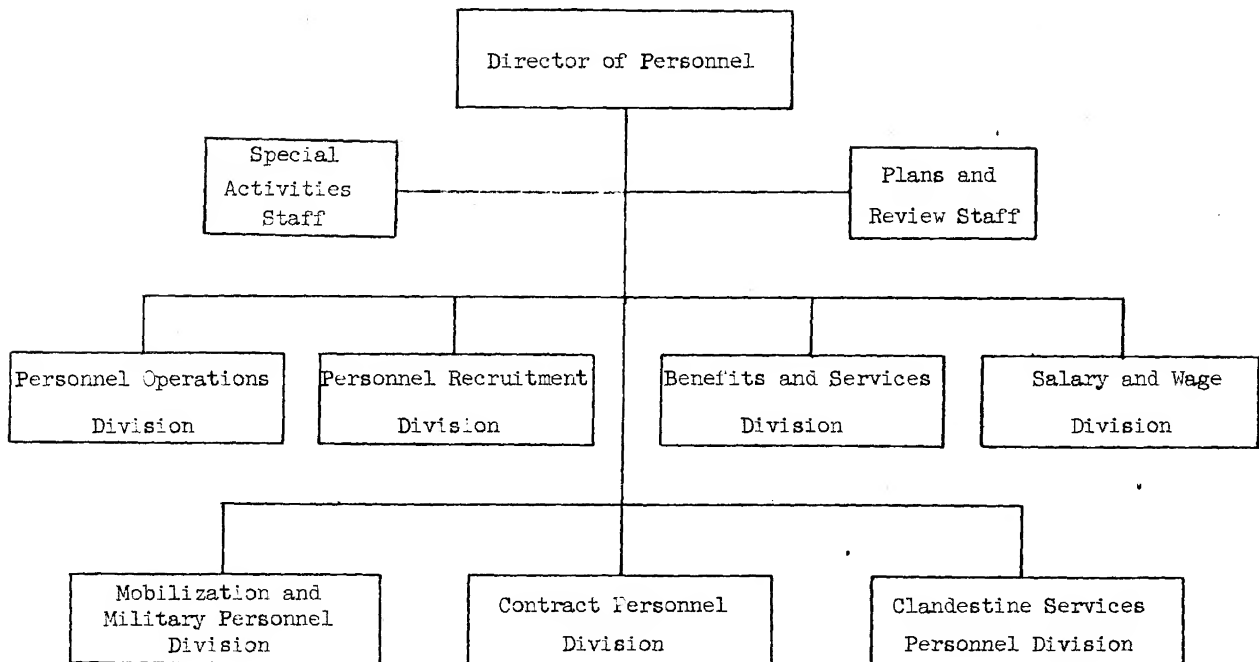
The Clandestine Services Personnel Division is responsible for providing staff advice and secretariat support to the Clandestine Services Career Service Board, its subordinate Panels and sections and the Clandestine Services Personnel Management Committee. The Division assists these elements in the selection, assignment, rotation, promotion, development, and utilization of personnel who are members of the Clandestine Services Career Service, including personnel in the staff agent and career agent categories. In this connection, the Division serves as a central personnel office for the CS in guiding and coordinating the work of the component personnel offices. The Division provides staff advice and serves as a control point in the allocation of personnel ceilings among the Clandestine Services components and the development, processing and maintenance of staffing and development complements. Makes organizational studies and recommendations concerning the composition of personnel by types and service designations.

GROUP I
Excluded from automatic
downgrading and
declassification

S-E-C-R-E-T

S-E-C-R-E-T

OFFICE OF PERSONNEL



25X9A2

Approved For Release 2002/01/23 : CIA-RDP78-06180A000300040036-2

Next 1 Page(s) In Document Exempt

Approved For Release 2002/01/23 : CIA-RDP78-06180A000300040036-2